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PAYMENT SERVICES USER MANUAL

SCHEDULING A RECURRING PAYMENT

INTRODUCTION

Recurring Payments does not *automatically* send transactions to STARS for payments on scheduled dates. On a regular basis, users must log on to Payment Services and view the **Schedule** screen to see what is scheduled or needs to be scheduled for payment.

After a payment template has been saved, it is ready to be scheduled for payment. The **Schedule** screen is divided onto two sections: **Templates Pending thru** and **Scheduled Payments**.



TEMPLATES PENDING THRU

The **Templates Pending thru** section displays templates with a date range that falls within the time period selected (by default this is "Next 7 Days"). If you do not see a template that you expect to see, select a time period from the drop down menu to include a wider date range. NOTE: Templates have been saved but do not have any line items added will not be displayed. Other information shown includes:

- **Run Date**. The next date that the template is ready to be scheduled or run.
- **Name**. The name of the template.
- **Description**. The description of the template.

TO SCHEDULE A PAYMENT

- 1. Click the **Schedule** tab.
- 2. Click **Schedule** next to a template in the **Templates Pending thru** section. (If you do not see a template that you expect to see, select a different time period from the **Templates Pending thru** drop-down menu.)



3. Click **OK** on the confirmation dialog box and the template will become a scheduled payment in the **Scheduled Payments** section. The payment is then ready to have the fiscal coding entered and costs distributed, if necessary, and then to be approved and released for payment.

TO SKIP A PAYMENT

The **Run Date** of each pending template indicates the date is ready to be scheduled or run. If no action is taken, this date will not change.

Click **Skip** to skip scheduling a payment. Click **OK** when prompted. The next available **Run Date** will be displayed.

TO MAKE CHANGES TO A TEMPLATE PENDING

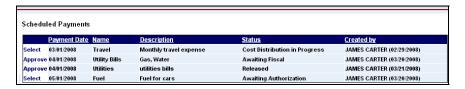
Click **Edit** to edit a template. The template will open on the **Template** screen and you can change the vendor, description, amount, etc., and save it.

SCHEDULED PAYMENTS

A list of scheduled payments is displayed in the Scheduled Payments section along with the following information:

- **Payment Date** indicates the scheduled payment. If the final approver changes the payment date, this will be updated accordingly.
- **Name**. The name of the template.
- **Description**. Description of the payment.

- **Status**. Indicates if the scheduled payment is awaiting an approval, awaiting authorization, if cost distribution is in progress, or if it has been released to STARS for payment.
- Created by. The person who created the template and the date they saved it.



TO OPEN A SCHEDULED PAYMENT FOR DISTRIBUTION OR APPROVAL

Once the payment is scheduled, click the link next to a payment to open it in either the **Distribute** or **Approval** screen, depending on the status of the payment.

- Click the **Select** or **Approve** link next to a payment and complete the fiscal coding and distribution this will authorize the payment. See the Fiscal Coding and Cost Distribution of a Recurring Payment document for details.
- Click the **Approve** link next to a payment to open the payment on the Approval screen. Your Payment Service administrator assigns users to the approval levels needed by the agency. The administrator also defines the number of approval levels and the names of the approval levels. The names of the approval levels appear in the **Status** column, on the approval buttons on the **Approval** screen, and on reports. The final approver can change the **Payment Date** if needed. See the Approving a Recurring Payment document for details.